

STATE PERSONNEL BOARD CALENDAR



JUNE 21, 2006

SACRAMENTO

State of California

Memorandum

DATE: June 9, 2006

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **June 21, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on June 21, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the June 21, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a stylized flourish at the end.

Karen Yu
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

MID MONTH MEETING – JUNE 21, 2006

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

MID MONTH BOARD MEETING AGENDA³

JUNE 21, 2006
9:00 a.m. – 10:30 a.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:30 a.m.)

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
4. **NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

5. **REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(9:30 a.m. – 10:00 a.m.)

6. **EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

7. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

8. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

Connerly v. State Personnel Board, California Supreme Court,
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

9. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

10. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:00 a.m. – Onwards)

11. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF JULY 11, 2006, IN SACRAMENTO, CALIFORNIA

BOARD ACTIONS:

12. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF MAY 23, 2006

13. **EVIDENTIARY CASES** - (See Case Listings on Pages 9–14)
14. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION** - (See Agenda on Pages 19–20)
15. **NON-EVIDENTIARY CASES** - (See Case Listings on Pages 15–17)
16. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

UNIT SUPERVISOR (SAFETY)

The California Department of Corrections and Rehabilitation (CDCR) proposes revisions to the existing class Unit Supervisor (Safety) to provide use of the class within a correctional facility. This proposal is in accordance with Federal Court Order No. C90-3094TEH.

**STAFF PSYCHIATRIST, CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)**

**SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL
AND REHABILITATIVE SERVICES (SAFETY)**

**SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL
AND REHABILITATIVE SERVICES (SAFETY)**

**CHIEF PSYCHIATRIST, CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)**

In order to be in compliance with the Federal Court's requirement to bring minimum qualifications (MQ) in line with Title XXII, the California Department of Corrections and Rehabilitation (CDCR) proposes to establish the following four new classes: Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety). A footnote 24, to prevent future appointments to the classes and to abolish them when they become vacant, will be applied to the existing classes: Staff Psychiatrist, Correctional Facility; Senior Psychiatrist, Correctional Facility (Specialist); Senior Psychiatrist, Correctional Facility (Supervisor); and Chief Psychiatrist, Correctional Facility. Incumbents in the existing classes who meet the MQs, will be moved by Board Action into the new classes. Although (Safety) does not appear in the title of the existing classes, these classes are currently designated as (Safety).

WILDLIFE FORENSIC SPECIALIST

SENIOR WILDLIFE FORENSIC SPECIALIST

The Department of Fish and Game proposes revisions to the Minimum Qualifications (MQ) for the Wildlife Forensic Specialist and the Senior Wildlife Forensic Specialist to broaden the recruitment base by reflecting equivalent current course work offered by colleges and universities. Additionally, outdated language in the Knowledge and Abilities sections of the specifications are being revised.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS
FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE
CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO
OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE
PERSONNEL BOARD**

propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes.

NONE PRESENTED

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE PRESENTED

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

ASSISTANT EXECUTIVE OFFICER

The Tahoe Conservancy proposes to allocate the above position to the CEA category. The Assistant Executive Officer functions as the principal assistant to the Executive Officer and acts in his/her absence. The incumbent oversees the development of the Conservancy's strategic plan, manages program development policies and procedures, and oversees the administration of all programs.

POLICY ADVISOR AND STRATEGIC PLANNER

The Public Utilities Commission proposes to allocate the above position within the Division of Ratepayers Advocates (DRA) to the CEA category. The Policy Advisor and Strategic Planner will be the key decision maker in the development of policy direction for DRA in the areas of electric, gas, water and telecommunications.

NORTHERN AREA ADMINISTRATOR

The Employment Development Department proposes to allocate the above position within the Disability Insurance (DI) Branch to the CEA category. The Northern Area Administrator plans, organizes, directs and facilitates the Disability Insurance (DI) program in addition to the legislatively mandated Paid Family Leave Program and the newly implemented State Disability Insurance for State employees program.

SOUTHERN AREA ADMINISTRATOR

The Employment Development Department proposes to reallocate the existing CEA allocation titled Chief, Field Operations to the above position within the Disability Insurance Branch. The Southern Area Administrator plans, organizes, directs and facilitates the Disability Insurance (DI) program workload and performance in all Southern Area field offices and ensures accurate, consistent, and efficient delivery of services in each of the Southern Area offices.

DEPUTY DIRECTOR, STATEWIDE TELECOMMUNICATIONS AND NETWORK DIVISION

The Department of Technology Services proposes to allocate the above position to the CEA category. The Deputy Director, Statewide Telecommunications and Network Division is responsible for formulating telecommunications policies that not only have Department wide impact, but also have Statewide impact that affects the operation of every State agency. This function was formerly placed at the Department of General Services and has been transferred to the new Department of Technology Services.

DEPUTY DIRECTOR, ENGINEERING DIVISION

The Department of Technology Services proposes to allocate the above position to the CEA category. The Deputy Director, Engineering Division manages the department's statewide IT infrastructure and develops policies affecting all facets of IT for the State.

DEPUTY DIRECTOR, ADMINISTRATION DIVISION

The Department of Technology Services proposes to allocate the above position to the CEA category. The Deputy Director, Administration Division provides executive direction for all financial and administrative operations, including budgeting, rates development, accounting, financial reporting, facilities management, procurement and human resources.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

DEPUTY DIRECTOR, OPERATIONS DIVISION

The Department of Technology's proposal to allocate the above position to the CEA category has been approved effective May 22, 2006.

DEPUTY DIRECTOR, CUSTOMER DELIVERY DIVISION

The Department of Technology's proposal to allocate the above position to the CEA category has been approved effective May 22, 2006.

19. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

20. WRITTEN STAFF REPORT FOR BOARD INFORMATION

21. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

22. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Page 18)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

13. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **ALEJANDRO GILL, CASE NO. 05-0054RA**

Appeal for dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Proposed decision rejected January 6, 2006.

Transcript prepared.

Oral argument heard May 2, 2006, Los Angeles.

Case ready for decision by FULL Board

(2) **JUDY JOHNSON, CASE NO. 05-1367A**

Appeal from automatic resignation

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

Proposed decision rejected February 21, 2006.

Transcript prepared.

Oral argument (written record) submitted May 2, 2006,
Los Angeles.

Case ready for decision by FULL Board.

(3) **RICK OCHOA, CASE NO. 04-2373BA**

Appeal for determination of back salary, benefits and interest

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Proposed decision rejected January 24, 2006.

Transcript prepared.

Oral argument heard April 4, 2006, Sacramento.

Case ready for decision by FULL Board

June 21, 2006

(4) EDUARDO PEREZ, CASE NO. 05-0763A

Appeal from five percent reduction in salary for six months

Classification: Parole Agent I (Adult Parole)

Department: Department of Corrections and Rehabilitation

Proposed decision rejected November 1, 2005.

Transcript prepared.

Pending oral argument February 7-8, 2006, Los Angeles.

Oral argument continued.

Oral argument (written record) submitted May 2, 2006,
Los Angeles.

Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

NONE

C. CHIEF COUNSEL RESOLUTIONS

NONE

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

(1) BECKY GAGE, CASE NO. 05-3741

Appeal from dismissal

Classification: Medical Technical Assistant

Department: Department of Corrections and Rehabilitation

- (2) **MICHAEL GOULD, CASE NO. 04-2365**
Appeal from dismissal
Classification: Offset Press Assistant
Department: Department of General Services
- (3) **MICHAEL JUAREZ, CASE NO. 02-3738**
Appeal from rejection during probationary period
Classification: Manager III, Department of Motor Vehicles
Department: Department of Motor Vehicles
- (4) **CHAD LOOK, CASE NO. 04-1789APB**
Appeal for back pay
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (5) **TIFFANY MIRANDA, CASE NO. 05-4330**
Appeal from dismissal
Classification: Custodian Supervisor II
Department: Department of Corrections and Rehabilitation
- (6) **SYLVIA ORTIZ, CASE NO. 05-4412**
Appeal from dismissal
Classification: Facility Captain, Correctional Institution
Department: Department of Corrections and Rehabilitation
- (7) **ROBERT RIPANI, CASE NO. 06-0363**
Appeal from five percent reduction in salary for six pay periods
Classification: Business Taxes Compliance Supervisor II
Department: Board of Equalization
- (8) **JAIME TOVAR, CASE NO. 05-2971 &
CUONG PHAN, CASE NO. 05-2970**
Appeal from dismissal and five percent reduction in salary
for 12 months
Classification: Parole Agent I
Department: Department of Corrections and Rehabilitation

**PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR
MEETING**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

June 21, 2006

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

(1) GEORGE ALVARA, CASE NO. 05-1309P

Appeals from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Petition for rehearing filed by respondent to be granted or denied.

(2) ANDRES HERRERA, CASE NO. 04-2960P

Appeal from dismissal

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Petition for rehearing filed by appellant to be granted or denied.

(3) SEAN STEIMLE, CASE NO. 05-3750P

Appeal from whistleblower retaliation complaint

Classification: Lifeguard II (Seasonal)

Department: Department of Parks and Recreation

Petition for rehearing filed by appellant to be granted or denied.

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

NONE

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

June 21, 2006

- (1) **TROY ALLEN, CASE NO. 05-2150A**
Appeal from dismissal
Classification: Caltrans Equipment Operator II
Department: Department of Transportation

Proposed decision rejected February 7, 2006.
Transcript prepared.
Pending oral argument May 2-3, 2006, Los Angeles.
Oral argument continued.
Pending oral argument June 6-7, 2006, Sacramento
Oral argument continued.
- (2) **DANNY BROWN, CASE NO. 05-2209A**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

Proposed decision rejected April 4, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles
- (3) **PRECILLA CALAUNAN, CASE NO. 05-1737RPA**
Appeal from dismissal
Classification: Psychiatric Technician Assistant
Department: Department of Developmental Services

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
Pending oral argument July 11-12, 2006, Sacramento.
- (4) **PAUL CHATHAM, CASE NO. 05-1287A**
SARAH WIRTH, CASE NO. 05-1599A
Appeal from five percent reduction in salary for six months and two work days suspension
Classification: Correctional Lieutenant and Correctional Sergeant
Department: Department of Corrections and Rehabilitation

Proposed decision rejected May 2, 2006.
Transcript prepared.
Pending oral argument July 11-12, 2006, Sacramento.
- (5) **GAIL GARCIA, CASE NO. 05-3030A**
Appeal from constructive demotion
Classification: Office Technician
Department: Department of Developmental Services

Proposed decision rejected May 2, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.

- (6) **RAYMOND GURULE, CASE NO. 05-1351A**
Appeal from dismissal
Classification: Youth Correctional Officer
Department: Department of the Youth Authority

Proposed decision rejected April 4, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.
Oral argument continued.
Pending oral argument September 5-6, 2006, Sacramento.
- (7) **LEE KENDRICK, CASE NO. 04-1620PA**
Appeal from dismissal
Classification: Transportation Surveyor
Department: Department of Transportation

Petition for Rehearing granted April 4, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles
- (8) **JONATHAN SILVERMAN, CASE NO. 05-0078A**
Appeal from dismissal
Classification: Workers' Compensation Payroll Auditor
Department: State Compensation Insurance Fund

Proposed decision rejected May 23, 2006.
Pending transcript.
- (9) **RAYMOND SLEDGE, CASE NO. 04-2809PA**
Appeal from dismissal
Classification: Youth Correctional Counselor
Department: Department of the Youth Authority

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.
- (10) **JAMES STEED, CASE NO. 05-0207PA**
Appeal from constructive medical suspension
Classification: Facility Captain
Department: Department of Corrections and Rehabilitation

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) NATHANIEL BEST, CASE NO. 05-2017**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information and a negative driving record.
- (2) RYAN CHAMBERLAIN, CASE NO. 05-1976**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; previous gang involvement and tattoos.
- (3) JESUS CITRON, CASE NO. 05-1962**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and a negative employment record.
- (4) LISA GILL, CASE NO. 05-1953**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information and furnished inaccurate information.
- (5) CESAR PADILLA, CASE NO. 05-1728**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information and furnished inaccurate information.

- (6) **ADDIS PORTER, CASE NO. 05-1830**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment, legal obligations and fraud.
- (7) **MARTHA SANDOVAL, CASE NO. 05-1156**
Classification: Correctional Officer
Department: Department of Corrections & Rehabilitation
Issue: Suitability; negative employment and driving record, omitted pertinent and furnished inaccurate information during the selection process.
- (8) **NORMAN ST. HILAIRE, CASE NO. 05-1786**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and a negative driving and employment record.
- (9) **ROBIN WORLEY, CASE NO. 05-1688**
Classification: Youth Correctional Counselor
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment and negative law enforcement contacts.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- (1) **JOHN SARABA, CASE NO. 05-1781**
Classification: Correctional Officer
Department: Department of Corrections & Rehabilitation
Issue: The appellant was medically disqualified because his visual acuity was not correctable to the visual acuity standard of 20/20 that would qualify him to safely perform the essential functions of a Correctional Officer.

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) DOUGLAS P. JACKSON, CASE NO. 05-3816**
Classification: Department of Transportation Employee
Department: Department of Transportation
Issue: The charging party requests to file charges against employees of the Department of Transportation.

PETITIONS FOR REHEARING CASES

NONE

June 21, 2006

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. RICK OCHOA, CASE NO. 04-2373B

Appeal for determination of back salary, benefits and interest. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held April 4, 2006.)

7. ALEJANDRO GILL, CASE NO. 05-0054RA

Appeal from dismissal. Correctional Officer. Department of Corrections and Rehabilitation. (Oral argument held May 2, 2006.)

8. JUDY JOHNSON, CASE NO. 05-1367A

Appeal from automatic resignation. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument, Written Record submitted May 2, 2006.)

9. EDUARDO PEREZ, CASE NO. 05-0763A

Appeal from five percent reduction in salary for six months. Parole Agent I (Adult Parole). Department of Corrections and Rehabilitation. (Oral argument, Written Record submitted May 2, 2006.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



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(Cal. 06/21/06)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

The status of major legislation being followed for impact on Board programs and the general administration of the State Civil Service Merit System is detailed in the attached report.

Any legislative action that takes place after the printing of this report, which requires discussion with the Board, will be covered during the Board meeting.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry Evans
Director of Legislation

Attachment

**STATE PERSONNEL BOARD
LEGISLATIVE TRACKING
REPORT
2005-06 SESSION**

Status as of June 8, 2006



BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
AB 271 (Blakeslee)		Would provide that a person appointed to any state scientist class on or after January 1, 2006, shall, at a minimum, have a baccalaureate degree in a scientific discipline from a foreign or domestic accredited university.	06/15/2005-Referred to Com. on P.E. & R. 06/15/2005-S P.E. & R.
AB 546 (Garcia)	No Position	This bill would make it unlawful for any person to knowingly use a state-owned or state-leased computer to access, view, download, or otherwise obtain obscene matter, as defined in the Penal Code, except for specifically authorized purposes.	03/23/2006-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on JUD. 03/23/2006-S JUD. 06/13/06 1:30 p.m. - Room 112 SEN JUDICIARY
AB 1897 (Dymally)	Neutral	This bill would expand the remedies available to individuals who file discrimination complaints with the State Personnel Board by authorizing the State Personnel Board to award reasonable attorney's fees and costs.	06/01/2006-In Senate. Read first time. To Com. on RLS. for assignment. 06/01/2006-S RLS.
AB 2069 (Maze)	Neutral with Amendments	This bill would prohibit a public agency from hiring an applicant who does not possess a required degree from an accredited institution, where possession of a degree from an accredited institution is a requirement for the position. In addition, this bill would require public agencies to verify the possession of a degree from an accredited institution prior to appointment in cases where the job description so requires.	05/30/2006-In Senate. Read first time. To Com. on RLS. for assignment. 05/30/2006-S RLS.
AB 2098 (Liu)		Would require the Department of General Services to develop and, no later than January 1, 2009 , implement a comprehensive online electronic payment system that will allow all state agencies to receive and make payments through electronic funds transfers, including, but not limited to, credit cards, debit cards, and automated clearinghouse debits and credits, subject to specified criteria. The bill would require the Director of General Services to negotiate for a single master contract for all state agencies receiving electronic payments through the system, and would authorize the director to negotiate and enter into contracts necessary to implement or facilitate methods for the acceptance or, in consultation with the Controller, for the dispersal, of funds by electronic funds transfer, subject to specified conditions. This bill contains other related provisions.	06/01/2006-In Senate. Read first time. To Com. on RLS. for assignment. 06/01/2006-S RLS.

<u>AB 2112</u> (Karnette)		Would limit the number of these civil filings that could be made by an individual or group to 10 within a 12-month period, and would authorize a court to permit additional filings under specified circumstances. The bill would also require that any person requesting that the prosecutor initiate a civil action include an affirmation that a copy of the written request has been provided to the person against whom the action is being sought , and would require that the request be limited to a claim that a single person or group of persons has committed a violation of the act during the course of a single transaction or a series of transactions involving the same person or persons . This bill would also require a court, in setting the amount of a judgment, to consider any rules or regulations of the Fair Political Practices Commission for similar violations. The bill would also prohibit a civil action by a requesting person if the commission issues an administrative order or publishes a declaration of no violation, except that a declaration of no violation may be appealed to the court and, under specified circumstances, the court may permit the action to be filed. This bill contains other related provisions and other existing laws.	05/26/2006-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on JUD. 05/26/2006-S JUD. 06/20/06 1:30 p.m. - Room 112 SEN JUDICIARY
<u>AB 2241</u> (Committee on Public Employees, Retirement and Soci)	SUPPORT	Would allow the State Personnel Board to use skills-based certification in order to create "unique" lists of eligible individuals for each information technology vacancy.	05/25/2006-In Senate. Read first time. To Com. on RLS. for assignment. 05/25/2006-S RLS.
<u>AB 2420</u> (Lieu)		Proposes the expansion of data collection categories for Asians and Pacific Islanders from eleven racial/ethnic categories to twenty-three racial/ethnic categories.	06/01/2006-In Senate. Read first time. To Com. on RLS. for assignment. 06/01/2006-S RLS.
<u>AB 2550</u> (Blakeslee)		Among other things, this bill would require that any qualified member of the militia, and any widow, widower, or spouse of a qualified member, shall be awarded preference points for any civil service employment.	05/25/2006-Referred to Com. on V.A. 05/25/2006-S V. A.
<u>AB 2591</u> (Keene)	Neutral	Would , until July 1, 2010, require each state agency to submit to the department an annual report on the status of that agency's liquidated and delinquent accounts as of the end of the previous fiscal year and efforts made by the agency to collect those accounts. It would define liquidated and delinquent accounts for this purpose as any loans, accounts receivable, fines, assessments, penalties, or other	06/01/2006-In Senate. Read first time. To Com. on RLS. for assignment. 06/01/2006-S RLS.

		monetary obligation owed to a state agency that is unpaid for 180 or more days after the obligation was first due to that state agency. It would require the director of the department, by no later than February 28 of each year, to submit to the Legislature a report on the status of liquidated and delinquent accounts of state agencies.	
<u>AB 2903</u> (<u>Huff</u>)	SUPPORT	Would authorize the Department of Motor Vehicles to conduct competitive examinations on a position-by-position basis for specified managerial and supervisory classifications as agreed to by the State Personnel Board, as specified. The bill would also make legislative findings and declarations with regard to a related demonstration project. This bill contains other existing laws.	05/18/2006-Referred to Com. on P.E. & R. 05/18/2006-S P.E. & R. 06/12/06 1:30 p.m. - Room 2040 <i>SEN PUBLIC EMPLOYMENT AND RETIREMENT</i>
<u>AB 2927</u> (<u>Leno</u>)		Would require any state agency that publishes an Internet Web site to include on the homepage of that site specified information about how to contact the agency, how to request records under the act, a form for submitting online requests for records, agency officials' statements of economic interests, agency officials' employment or consulting contracts, the terms of litigation settlements, copies of records disclosed under the act, and copies of letters of other communication denying a request for a record. It would authorize any person to bring an action to enforce the duty of a state agency to post this information and would provide for penalties including monetary awards to be paid by the agency .	06/01/2006-In Senate. Read first time. To Com. on RLS. for assignment. 06/01/2006-S RLS.
<u>AB 2945</u> (<u>Spitzer</u>)	No Position	Would provide that a state employee who is a state miscellaneous member who is (1) a manager, supervisor, or confidential employee in a forensic program, (2) in a specified job classification or position, and (3) whose subordinate is or becomes classified as a state safety member shall be classified as a state safety member an and after the effective date of the bill, unless he or she elects to remain a miscellaneous member, as specified in existing law. By increasing member contributions to the Public Employees' Retirement Fund, the bill would make an appr opriation .	05/31/2006-Referred to Com. on P.E. & R. 05/31/2006-S P.E. & R.
<u>AB 2980</u> (<u>Nunez</u>)		Would require the department to maintain a mediation program to provide efficient and expeditious resolution to complaints received by the department.	05/30/2006-In Senate. Read first time. To Com. on RLS. for assignment. 05/30/2006-S RLS.
<u>SB 1618</u> (<u>McClintock</u>)		Would change the name of the Ventura County Flood Control District to the Ventura County Watershed District and would authorize that district to perform emergency work by negotiated contract without advertising for bids if specified	05/26/2006-From committee with author's amendments. Read second time. Amended. Re-

		procedures are followed. This bill would also make technical conforming amendments. This bill contains other existing laws.	referred to committee. 05/15/2006-A L. GOV. 06/14/06 1:30 p.m. - Room 447 ASM LOCAL GOVERNMENT
SB 1636 (Ackerman)	Oppose Unless Amended	This bill would amend the Uniform Trade Secrets Act to, among other things, clarify those situations under which records containing trade secrets or confidential commercial or financial information may be disclosed, and the procedures for discovery and disclosure of such information. Those provisions of the bill have little or no application to the State Personnel Board. This bill would also, however, amend the Public Records Act (Government Code section 6250 et seq.) to provide that subpoenas duces tecum for public records in judicial or administrative proceedings in which the public agency in possession of the records is not a party to the action, shall be deemed a request for records under the Public Records Act and shall be processed accordingly. The bill would require the custodian of records for the public agency to notify the judicial or administrative agency that the public agency will not produce the records in accordance with the subpoena, but instead will only produce those records in accordance with the requirements of the Public Records Act. Those provisions of the bill will have a direct impact on the State Personnel Board.	05/18/2006-To Com. on JUD. 05/18/2006-A JUD. 06/13/06 9 a.m. - Room 4202 ASM JUDICIARY
SB 1745 (Kuehl)	No Position	This bill would amend the Civil Code to require landlords to replace the locks of a building they are renting if a victim of domestic violence makes such a request and produces a copy of a court-issued restraining order against a co-tenant. The landlord would be prohibited from providing keys for the new locks to the person against whom the restraining order was issued. In addition, the bill would provide that the person against whom the restraining order was issued would not be released from their obligations under the lease, but would permit the victim of domestic violence to be released from any lease obligations. This bill would also amend the Fair Employment and Housing Act to include as a protected class persons who possess status as a victim of domestic violence, sexual assault or stalking.	05/25/2006-In Assembly. Read first time. Held at Desk. 05/25/2006-A DESK
Total rows: 17			

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE JUNE 21, 2006

(Cal. 06/21/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR
DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH,
REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE
CRITERIA, ETC.** Page
- UNIT SUPERVISOR (SAFETY)** 202
- The California Department of Corrections and Rehabilitation (CDCR) proposes revisions to the existing class Unit Supervisor (Safety) to provide use of the class within a correctional facility. This proposal is in accordance with Federal Court Order No. C90-3094TEH.
- STAFF PSYCHIATRIST, CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)
SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL
AND REHABILITATIVE SERVICES (SAFETY)** 211
- SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL
AND REHABILITATIVE SERVICES (SAFETY)
CHIEF PSYCHIATRIST, CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)**
- In order to be in compliance with the Federal Court's requirement to bring minimum qualifications (MQ) in line with Title XXII, the California Department of Corrections and Rehabilitation (CDCR) proposes to establish the following four new classes: Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety). A footnote 24, to prevent future appointments to the classes and to abolish them when they become vacant, will be applied to the existing of: Staff Psychiatrist, Correctional Facility; Senior Psychiatrist, Correctional Facility (Specialist); Senior Psychiatrist, Correctional Facility (Supervisor); and Chief Psychiatrist, Correctional Facility. Incumbents in the existing classes who meet the MQs, will be moved by Board Action into the new classes. Although (Safety) does not appear in the title of the existing classes, these classes are currently designated as (Safety).

WILDLIFE FORENSIC SPECIALIST
SENIOR WILDLIFE FORENSIC SPECIALIST

237

The Department of Fish and Game proposes revisions to the Minimum Qualifications (MQ) for the Wildlife Forensic Specialist and the Senior Wildlife Forensic Specialist to broaden the recruitment base by reflecting equivalent current course work offered by colleges and universities. Additionally, outdated language in the Knowledge and Abilities sections of the specifications are being revised.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

NONE PRESENTED

State Personnel Board Calendar: June 20, 2006

TO: STATE PERSONNEL BOARD

FROM: Phyllis Bonilla
Staff Personnel Program Analyst
Department of Personnel Administration
Classification and Compensation Division

REVIEWED BY: Josie Fernandez
Personnel Program
Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Proposed revisions to the classification of Unit Supervisor (Safety) to reflect use of the class within a correctional facility setting. This proposal is in accordance with Federal Court Order NO.C90-3094 TEH.

SUMMARY OF ISSUES:

In January 1995, the Federal Court found that the medical care system at Pelican Bay State Prison (PBSP) did not meet minimum constitutional standards (*Alejandro Madrid, et al., v. Woodford et al.*). Mr. John Hagar was assigned as the Federal Court's Special Master to oversee the Department of Corrections and Rehabilitation (CDCR) remedial plan for a system of delivery of medical and mental health care at PBSP. In January 2005, Mr. Hagar raised concerns regarding the scope of authority of the existing "lead" psychiatric technician positions and questioned the need for a CDCR supervisory position over the Psychiatric Technicians (Safety) (PT) providing structured out-of-cell therapy for mentally disordered inmates.

On February 2, 2006, the United States District Judge, Thelton E. Henderson ordered the CDCR to work with the Department of Personnel Administration and the State Personnel Board to establish and implement a "Psychiatric Technician Unit Supervisor" classification that provides for both adequate personnel supervision and the appropriate clinical supervision as called for by California law.

In reviewing existing civil service classifications, it was determined the Unit Supervisor (Safety) classification is the best fit for the proposed supervisory duties. This

classification is currently used in correctional facilities which contract with the Department of Mental Health for diagnostic and treatment services in programs providing care to inmates. The Unit Supervisor (Safety) was created for use at the Departments of Mental Health (DMH) and Developmental Services (DDS) to provide direct supervision to psychiatric technician and related nursing staff. With minor changes to the existing specification, the Unit Supervisor (Safety) easily fits into the organizational structure of CDCR's mental health services delivery system and meets the Federal Court Order directive.

Additionally, revising the Unit Supervisor (Safety) classification to allow use within a correctional facility setting will allow an enhanced career path for the psychiatric technicians and will aid in retaining and attracting much needed clinical staff.

Only minor changes are being proposed to the current Unit Supervisor (Safety) classification. The DMH and DDS have been consulted on the proposed revisions.

CONSULTED WITH:

Debra Santiago, Department of Corrections and Rehabilitation, Office of Personnel Services

Carmen Hobbs, R.N., Department of Corrections and Rehabilitation, Division of Correctional Health Care Services

David Gransee, Health Care Administrator, Department of Corrections and Rehabilitation, Division of Juvenile Justice

Susan Lorenz, Department of Mental Health

Beth Meneely, Department of Developmental Services

Phyllis Bonilla, Department of Personnel Administration

Jennifer Roche, State Personnel Board

The appropriate excluded employee organizations, the Association of California State Supervisors and the California Association of Managers, have been notified in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

(See attached proposal.)

RECOMMENDATIONS:

1. That the class of Unit Supervisor (Safety) be revised and the proposed, revised specification for the class as shown in this calendar be adopted effective June 20, 2006.

CLASSIFICATION CONSIDERATIONS

Instructions: Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Unit Supervisor (Safety) classification was established in August 1989 to provide nursing services to developmentally or mentally disordered offenders. The class is currently used by the Department of Mental Health (DMH) and Department of Developmental Services (DSS) at the Porterville Developmental Center in the management and supervision of a unit offering routine and supportive nursing services as well as the behavioral and psychiatric aspects of nursing. Incumbents in the Unit Supervisor (Safety) class supervise psychiatric technicians, related nursing staff, and may administratively supervise other staff.

In February 2006, under the lawsuit, Madrid et al., v. Woodford et al., the Federal Court ordered the establishment of a "Psychiatric Technician Unit Supervisor" classification for the Department of Corrections and Rehabilitation (CDCR). However, based on the supervisory needs of the psychiatric services units and the staff to be supervised---psychiatric technician and related nursing staff---revising the Unit Supervisor (Safety) classification to include its use within a correctional facility setting is the most logical approach to meet the court directive. Therefore, this item is submitted in accordance with the Federal Court Order to provide a Unit Supervisor (Safety) classification for CDCR use.

Within CDCR, Psychiatric Technicians (Safety) (PT) have been provided guidance and direction by Senior Psychiatric Technicians (Safety) (SPT); formal supervisory duties are performed by a Supervising Registered Nurse. The SPT classification was originally intended as first-line supervision; however, through the collective bargaining process, it was established as a rank and file classification and, therefore, cannot perform the full range of supervisory duties required to oversee a group of PTs. Revising the Unit Supervisor (Safety) to include CDCR will provide this needed supervision and will meet the intent of the Court's Order.

Classification Considerations

2. What classification(s) does the subject class(es) report to?

The Unit Supervisor (Safety) within CDCR will report to a Supervising Registered Nurse II, CF, and within Mental Health and Developmental Services, the Unit Supervisor (Safety) will continue to report to the Program Director (Mental Disabilities-Safety or

Developmental Disabilities) or Program Assistant (Mental Disabilities-Safety or Developmental Disabilities) classifications.

3. Will the subject class(es) supervise? If so, what class(es)?

The Unit Supervisor (Safety) will directly supervise Senior Psychiatric Technicians (Safety), Psychiatric Technicians (Safety), Psychiatric Technician Assistants (Safety), Pre-Licensed Psychiatric Technicians (Safety), Registered Nurses (Safety), Licensed Vocational Nurses (Safety), and Hospital Workers (Safety), and may administratively supervise other staff such as Teaching Assistants (Safety), and Teachers (Safety).

4. What are the specific duties of the subject class(es)?

The typical duties and responsibilities of the Unit Supervisor (Safety) include: responsibility for the continuous management and supervision of nursing in a unit offering routine and supportive mental health services to developmentally or mentally disordered offenders; overseeing the habilitation or rehabilitation of patients/inmate patients; as a member of an interdisciplinary team, recommend and carry out prescribed treatment plans and goals; manage day-to-day and long-term operations of the unit; assign staff and develop, train, and evaluate subordinate staff. Incumbents prevent escapes and injury by patients/inmate patients to themselves, others, or to property; maintain security of working areas and work materials; and inspect premises and searches patients/inmate patients for contraband, such as weapons or illegal drugs.

Additionally, within CDCR, the Unit Supervisor (Safety) will review and effectively communicate program requirements to staff ensuring adherence to CDCR specific Mental Health Program Guides, Departmental Operations Manual, California Business and Professions Code, nursing procedures, and institution and program Local Operating Procedures. Assist in the development of compliance audit processes and provide for the timely completion, analysis, and submission of such audits. Responsible for the daily scheduling and direction of activities for the nursing services personnel assigned to a specific area including but not limited to the Administration Segregation/Enhanced Outpatient program. Orient and train nursing personnel; counsel, and evaluate the performance of assigned staff. Investigate complaints or concerns from unit staff and inmates and adjust or recommend solutions to resolve them. Responsible for ensuring completion of unit narcotics, sharps, supply, and equipment inventories. Inclusion of the correctional facilities within the Unit Supervisor (Safety) concept will meet the intent of the Federal Court's Order to create a 'Psychiatric Technician Unit Supervisor.'

5. What is the decision-making responsibility of the subject class(es)?

The Unit Supervisor makes decisions regarding the psychiatric and developmental nursing activities of unit staff. Incumbents make decisions regarding the implementation of nursing care plans for patients/inmate patients and in relationship to evaluating unit performance, identifying deficiencies, and taking the appropriate action to ensure compliance. The Unit Supervisor also makes decisions regarding hiring, orienting, training, evaluating, counseling, and disciplining staff.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Nursing care for developmentally or mentally disordered offenders would be jeopardized. In the worst case scenario, death of a patient/inmate patient could occur. The Unit Supervisor provides psychiatric technicians and related nursing staff the necessary supervision to ensure adequate routine and supportive mental health services are

provided. Additionally, basic supervision duties such as correcting deficiencies in staff performance would need to be performed by other, related supervisory classifications. Failure to perform any of these duties would negatively impact health care programs already under intense scrutiny by the State and Federal licensing entities, the Federal Court, the Legislature, and the general public.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The Unit Supervisor assists in developing compliance audit processes and in investigating complaints raised by staff and/or patients/inmate patients and recommends solutions. Incumbents may also assist in developing the nursing services budget and personnel needs for the unit.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The Unit Supervisor (Safety) will have direct contact with the Supervising Registered Nurse, Physician and Surgeon, Program Assistant, and Program Director classifications for direction and supervision. As a member of an interdisciplinary team, the Unit Supervisor (Safety) will consult and coordinate with nursing, medical, psychiatry, and psychology staff members to plan and carry out an overall treatment program. Incumbents will directly supervise psychiatric technicians, related nursing staff, and other staff as needed. Incumbents will also have contact with personnel staff for administrative and supervisory issues.

Need for New Class (if necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

N/A. While the Federal Court has directed the establishment of a "Psychiatric Technician Unit Supervisor" classification, doing so would result in a duplicate class. Revisions to the Unit Supervisor (Safety) will meet the intent of the Court's directive.

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

No content changes are proposed to the existing minimum qualifications (MQs); however 'clean-up language' is proposed:

Either I

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nurses Nursing.

Or II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technicians Examiners.

and

One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B; ~~Registered Nurse (Forensic Facility), Range B; Registered Nurse (Safety), Range B; Registered Nurse, CF, Range B; or Senior Psychiatric Technician; or Senior Psychiatric Technician (Safety)~~ classification in the direction of the nursing services for a California developmental center, or State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

Probationary Period

☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

No change in the 12-month probationary period for the Unit Supervisor (Safety) class is proposed.

Status Considerations

12. What is the impact on current incumbents?

There is no impact to current incumbents in the Unit Supervisor (Safety) classification. In accordance with Federal Court Order, the proposed revisions to the class will provide for CDCR's use. Use of this classification within the CDCR provides a promotional opportunity for CDCR's psychiatric technicians.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Current employees meeting the minimum qualification will move by examination.

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Debra Santiago, Department of Corrections and Rehabilitation (CDCR), Office of Personnel Services

Carmen Hobbs, R.N., CDCR, Division of Correctional Health Care Services

David Gransee, Health Care Administrator, CDCR, Division of Juvenile Justice

Susan Lorenz, Personnel Officer, Department of Mental Health

Beth Meneely, Department of Developmental Services

Phyllis Bonilla, Department of Personnel Administration

Jennifer Roche, State Personnel Board

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

Schematic Code: TL45
Class Code: 8104
Established: 9/19/89
Revised: 4/18/00
Title Changed: 4/18/00

UNIT SUPERVISOR (SAFETY)DEFINITION

Under direction, at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities ~~contracting with the Department of Mental Health for diagnostic and treatment services in a program providing care to forensic clients, patients, or inmates who are developmentally or mentally disordered offenders~~, incumbents supervise psychiatric technician and related nursing staff; administer the routine psychiatric and developmental nursing services of a unit; coordinate the work and the staff of a unit and work as a liaison between unit staff on different shifts; train and develop shift leads and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for developmentally or mentally disordered offenders; and do other related work.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for the continuous management and supervision of a unit offering routine and supportive nursing services as well as behavioral and psychiatric aspects of nursing on a 24-hour basis to developmentally or mentally disordered offenders. This class is distinguished from the Supervising Registered Nurse ~~(Forensic Facility)~~ classifications in that incumbents do not manage or supervise units where medical, surgical, or neurological nursing techniques are regularly required or offered on the unit, or where there is a formal requirement for the use of a Registered Nurse as a Unit Supervisor. This class is distinguished from Unit Supervisor by the custody requirements imposed by the criminal nature of the forensic client or patient population and the security features of the facility.

TYPICAL TASKS

Incumbents direct all routine psychiatric and developmental nursing activities of unit staff and provide for total nursing care to developmentally or mentally disordered offenders; are responsible for the implementation of habilitation, rehabilitation, and nursing plans of care for each forensic client, patient, or inmate; cooperate with other treatment team members to plan and coordinate a total treatment plan for each forensic client, patient, or inmate on the unit; promote and maintain a safe therapeutic environment for patients; supervise the administration of treatments, medicines, and the preparation of accurate descriptive records; identify and study nursing service and

forensic client, patient, or inmate care problems and work to correct them; schedule and direct the activities of nursing service personnel assigned to a level-of-care unit during a 24-hour period; orient, teach, counsel, and evaluate the performance of assigned personnel; promote individual staff development; maintain good working relationships with forensic clients, patients, inmates, visitors, and members of the treatment team; investigate and adjust or recommend solutions to complaints from forensic clients, patients, inmates, visitors, or unit staff; are responsible for procuring, storing, and establishing unit inventory standards for medicines, solutions, supplies, and equipment; account for narcotics and dangerous drugs; are responsible for carrying out administrative procedures required by developmental center, or State hospital, Psychiatric Program, or correctional facility policies and practices; may assist in developing nursing services budget and personnel needs for the unit; prepare or direct the preparation of records and reports; observe and intervene in instances of disruptive or assaultive behavior; supervise and, as needed, assist subordinate staff in: counting, distribution, and accounting for all utensils to prevent their use as weapons; inspecting forensic clients', patients', or inmates' mail and living areas for hazardous contraband; inspecting facility to identify security breaches that could lead to forensic client, patient, or inmate escape; observing and intervening in forensic client, patient, or inmate behavior that may signal an impending escape attempt; and escorting forensic clients, patients, or inmates to other areas of the facility.

MINIMUM QUALIFICATIONS

Either I

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered ~~Nurses~~ Nursing.

Or II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric ~~Technician Examiners~~ Technicians.

and

Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B; ~~Registered Nurse (Forensic Facility), Range B; Registered Nurse (Safety), Range B; or Senior Psychiatric Technician; or Senior Psychiatric Technician (Safety) classifications~~ classification in the direction of the nursing services for a California developmental center, or State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

KNOWLEDGE AND ABILITIES

Knowledge of: Fundamental nursing care and pharmacology; legal aspects of patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of developmentally or mentally disabled, or developmentally or mentally disordered offenders; principles and practices of ward or unit management;

principles and techniques of effective supervision; a supervisor's role in equal employment opportunities responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a developmental center, ~~or~~ State hospital, Psychiatric Program, or correctional facility level-of-care unit; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities ~~contracting with the Department of Mental Health for diagnostic and treatment services;~~ demonstrated leadership ability; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; tact; patience; and emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

(June 20, 2006)

TO: STATE PERSONNEL BOARD

FROM: MARGIE IMAI, Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: JOSIE FERNANDEZ, Program Manager
Department of Personnel Administration

DARYLL TSUJIHARA, Chief, Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Establishment of the proposed new classes of Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); Chief Psychiatrist, Correctional and Rehabilitative Services (Safety); establishment of a 12-month probationary period for the Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety) and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety) classes; establishment of Alternate Range Criteria 444; reallocation of incumbents who meet the new requirements to the appropriate class; and Footnote 24 be applied to the existing classes of Staff Psychiatrist, Correctional Facility; Senior Psychiatrist, Correctional Facility (Specialist); Senior Psychiatrist, Correctional Facility (Supervisor); Chief Psychiatrist, Correctional Facility.

SUMMARY OF ISSUES:

As a result of *Coleman v. Schwarzenegger*, the Department of Corrections and Rehabilitation (CDCR) is regularly monitored by the Special Master appointed by the court. The Special Master's draft report on Revised Program Guides requires that all psychiatrists hired to provide mental health services in CDCR must meet the standard articulated in Title XXII (Section 79567 of the California Administrative Code). Title XXII requires that a physician be certified by the American Board of Psychiatry and Neurology or the American Osteopathic board of Neurology and Psychiatry, or the physician has completed a psychiatry residency program approved by the American Medical Association or the American Osteopathic Association. In order to be compliant with the Special Master's draft report on Revised Program Guides, CDCR proposes to establish the new classifications of Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety). CDCR is also requesting that current incumbents who meet the court ordered requirements be reallocated to their corresponding new class and that Footnote 24 be applied to the existing classes.

CONSULTED WITH:

JENNIFER NOLAN, Department of Corrections and Rehabilitation
 DEBRA SANTIAGO, Department of Corrections and Rehabilitation
 TIMOTHY FISHBACK, M.D., Department of Corrections and Rehabilitation
 SUSAN LORENZ, Department of Mental Health
 JENNIFER ROCHE, State Personnel Board
 KAREN COFFEE, State Personnel Board
 KRISTINE RODRIGUES, Department of Personnel Administration

In accordance with the terms of the Department of Personnel Administration/Union of American Physicians and Dentists (UAPD) contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

1. That the following classes be established; the proposed specifications for these classes as shown in this calendar be adopted; and the probationary periods be as specified below.

<u>Class</u>	<u>Probationary Period</u>
Staff Psychiatrist, Correctional and Rehabilitative Services (Safety)	6 months
Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety)	6 months
Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety)	12 months
Chief Psychiatrist, Correctional & Rehabilitative Services (Safety)	12 months

2. That the proposed Alternate Range Criteria 444 for the classes of Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety) as shown below be adopted.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who possess a valid certificate in psychiatry issued by the American Medical Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry.

3. That the following resolution be adopted:

a. WHEREAS the State Personnel Board on July 1, 2006 established the safety classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated below in Column II were substantially tested for in the examinations for the corresponding classes indicated in Column I: Therefore be it

RESOLVED, That any person in the Department of Corrections and Rehabilitation with civil service status in one of the classes indicated in Column I on July 1, 2006 and who meet the minimum qualifications of the appropriate class as indicated in Column II shall be reallocated and hereby granted the same civil service status in that class without further examination.

<u>Column I</u>	<u>Column II</u>
Staff Psychiatrist, Correctional Facility	Staff Psychiatrist, Correctional and Rehabilitative Services (Safety)
Senior Psychiatrist, Correctional Facility (Specialist)	Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety)
Senior Psychiatrist, Correctional Facility (Supervisor)	Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety)
Chief Psychiatrist, Correctional Facility	Chief Psychiatrist, Correctional & Rehabilitative Services (Safety)

b. WHEREAS the State Personnel Board on July 1, 2006 established the safety classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated below in Column II were substantially tested for in the examinations for the corresponding classes indicated in Column I: Therefore be it

RESOLVED, That any person in the Department of Mental Health, Salinas Valley Psychiatric Program and Vacaville Psychiatric Facility with civil service status in one of the classes indicated in Column I on July 1, 2006 and who meet the minimum qualifications of the appropriate class as indicated in Column II shall be reallocated and hereby granted the same civil service status in that class without further examination.

<u>Column I</u>	<u>Column II</u>
Staff Psychiatrist (Safety)	Staff Psychiatrist, Correctional and Rehabilitative Services (Safety)
Senior Psychiatrist (Specialist)	Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety)

Senior Psychiatrist, Correctional Facility
(Supervisor)

Senior Psychiatrist (Supervisor), Correctional
and Rehabilitative Services (Safety)

4. That Footnote 24 be applied to the following classes to prevent further appointments to these classes and to designate that it is to be abolished when it becomes vacant:

Staff Psychiatrist, Correctional Facility

Senior Psychiatrist, Correctional Facility (Specialist)

Senior Psychiatrist, Correctional Facility (Supervisor)

Chief Psychiatrist, Correctional Facility

CLASSIFICATION CONSIDERATIONS

Background

1. Provide some historical perspective about the organizational setting of the subject classes and the needs that this request addresses.

In *Coleman v. Schwarzenegger*, the state entered into a settlement agreement, committing to significant changes in the delivery of health care services to inmates. Generally, the settlement agreement focuses on improving inmate access to mental health care, as well as the quality of mental health care services provided in the prisons. Under the agreement, independent court-appointed medical experts monitor the implementation of the agreement, and periodically report to the court on the state's progress in complying with the agreement. In the 15th round of monitoring, the Special Master noted the prevalence of CDCR psychiatrists who lack appropriate training in psychiatry.

The Special Master's draft report on Revised Program Guides requires that all psychiatrists hired to provide mental health services in CDCR should be required to meet the standard articulated in Title XXII (Section 79567 of the California Administrative Code), which requires that a physician be certified by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry, or the physician has completed a psychiatry residency program approved by the American Medical Association or the American Osteopathic Association.

To be in compliance, CDCR is proposing to establish the new classifications of Staff Psychiatrist, Correctional & Rehabilitative Services (C&RS) (Safety); Senior Psychiatrist (Specialist), C&RS (Safety); Senior Psychiatrist (Supervisor), C&RS (Safety); and Chief Psychiatrist, C&RS (Safety) to reflect the requirements ordered by the court.

CDCR is also requesting the proposed classifications are designated safety, since incumbents will be required to maintain order and supervise the conduct of inmates and youthful offenders and maintain the safety of persons and property; to prevent escapes of and injury by persons committed to the CDCR to themselves, to others, or to property; to maintain security of working areas and work materials; to inspect premises and search inmates and patients for contraband, such as weapons or illegal drugs. The existing psychiatrist classes that CDCR is currently using are designated as "safety" and it is appropriate to designate the proposed new classes as safety.

Classification Considerations

2. What classifications do the subject classes report to?

The Staff Psychiatrist will report to a Senior Psychiatrist (Supervisor). The Senior Psychiatrist will report to the Chief Psychiatrist.

In the field, the Chief Psychiatrist will be under the general direction of the Health Care Manager. In Headquarters, the Chief Psychiatrist will be under the general direction of the Statewide Clinical Director.

3. Will the subject classes supervise? If so, what classes?

The Staff Psychiatrist and Senior Psychiatrist (Specialist) may instruct and supervise interns, residents, and other health care providers and personnel assigned for special training.

The Senior Psychiatrist (Supervisor) will supervise Staff Psychiatrists and other professional personnel giving psychiatric care to mentally ill patients.

The Chief Psychiatrist will supervise the Senior Psychiatrist (Supervisor), Senior Psychiatrist (Specialist) and Staff Psychiatrists.

4. What are the specific duties of the subject classes?

Staff Psychiatrist, C&RS (Safety)

In a correctional setting, examines and diagnoses psychiatric patients; determines type of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance, as necessary, from other health care providers; performs general medical and surgical work; performs clinical psychiatric duties; makes clinical rounds and reviews progress of patients; prescribes changes in treatment when indicated; consults, as necessary, with supervisory psychiatrist on unusual, complex, or serious cases, or presents such cases to a clinical conference for advice or decision; may instruct and supervise interns, residents, and other health care providers, and personnel assigned for special training; participates in staff conferences and clinics; documents care provided in psychiatric/medical records; may provide relatives with information concerning patients in person or by correspondence; may perform research in psychiatry; and may serve periodically as officer-of-the-day.

In a headquarters or field office capacity, reviews, examines, and diagnoses psychiatric patients and patient records and files in mental health programs to determine progress, effectiveness, and/or appropriateness of treatment services offered; determines and recommends the type and degree of psychiatric and general medical treatment needed; provides clinical consultation to psychiatric staff in mental health programs on unusual, complex or serious problems and cases where technical expertise is needed; consults with the Director and staff of a mental health program on correctional psychiatric matters; designs evaluation tools to ensure quality control of state correctional programs; consults with staff of programs supported by the State concerning psychiatric problems; develops consultative-collaboration efforts with departments within the California Health and Human Services Agency, as well as the Department of Education, in matters relating to the mental health needs of the State; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

Senior Psychiatrist (Specialist), C&RS (Safety)

In a correctional setting, provides evaluation and/or treatment to patients requiring more complex psychiatric care; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; provides consultation to mental health professional staff on the use of Federal Drug

Administration (FDA) approved investigatory new drugs and other extra-formulary medication use pursuant to provisions of the Penal Code; provides consultation to mental health professional staff on new correctional mental health procedures that are required by the Legislature; plans training programs and participates in the training of staff and the instruction of residents, interns, and other health care providers; personally prepares and/or assists staff in the proper preparation of various required reports; develops new evaluation procedures in compliance with revised regulations; may preside at clinical conferences and advise staff on appropriate treatment techniques for specific cases; and depending on particular qualifications may be assigned to special teaching or administrative assignments; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

Senior Psychiatrist (Supervisor), C&RS (Safety)

Assists in the supervision necessary to maintain high standards of psychiatric and general medical care and treatment for an assigned unit; supervises the work of a small medical staff and assists in the coordination of their activities with those of the nursing, psychology, social work, rehabilitation therapy, and other health care providers; advises staff, either individually or by presiding at clinical conferences, on appropriate treatment techniques for specific cases; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; examines and treats patients requiring more complex psychiatric care; plans training programs and participates in the training of staff and the instruction of residents, interns, and other health care providers; evaluates the performance of assigned health care staff and takes or recommends appropriate action; participate in and helps coordinate clinical research carried on in his/her unit; depending on particular qualifications, may be assigned to specialized teaching or administrative assignments; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

Chief Psychiatrist, C&RS (Safety)

Investigates behavior problems or mental disorders; examines, diagnoses, classifies, prescribes treatment and rehabilitation programs for offenders in a diagnostic or outpatient clinic and directs the staff engaged in this work; supervises and participates in the diagnosis, care, and treatment of psychotic inmates or youthful offenders in a correctional institution; secures and reviews data on heredity, congenital, and environmental factors pertaining to individual offenders; reviews medical examination findings for evidence of organic disturbances related to behavior disorders; applies findings of psychological examination; determines organic conditions related to behavior disorders and prescribes psychiatric treatment; gives or directs the giving of psychotherapy and other treatment for preventing and correcting behavior and physical disorders; directs and participates in staff conferences and clinics for the discussion of psychiatric problems of offenders and their care and treatment; recommends transfer, parole, or discharge of offenders, and recommends arrangements for follow-up and after-care during parole; secures and trains assistants; plans, directs, and evaluates their work and takes or recommends appropriate action with respect to their work performance; prepares reports and does research on problems of delinquency and adult

criminality; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves, others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

In headquarters, is responsible for the development of policies and standards for the mental health program to assure compliance with existing laws and regulations. Organizes, directs, and evaluates institutional and outpatient treatment programs; provides technical advice to advisory committees and mental health professionals engaged in the delivery of mental health services; consults with professional organizations, public officials, Department staff, and community groups on all phases of the Department's mental health program ; establishes and maintains liaison and cooperative relationships with the mental health profession and allied groups; represents the department on issues regarding the Mentally Disordered Offender Act; supervises the transfer of inmates to the Department of Mental Health pursuant to appropriate Penal Code sections; conducts studies and prepares reports; and addresses professional and lay groups as well as legislative and other committees.

5. What is the decision-making responsibility of the subject classes?

The Staff Psychiatrist is a licensed and highly-skilled health care professional, trained to provide patient evaluation, education, mental health services, and guidance needed by a patient.

The Senior Psychiatrist (Specialist) provides advanced journey-level psychiatric services to mentally ill patients. Incumbents at this level personally perform psychiatric evaluation and/or treatment as a regular assignment.

The Senior Psychiatrist (Supervisor) supervises physicians and other health care providers giving psychiatric care to mentally ill patients and to give psychiatric care to such patients. Incumbents may personally perform psychiatric evaluation and/or treatment as a regular assignment.

The Chief Psychiatrist plans and direct the psychiatric and mental health services programs in a correctional institution. Incumbents examines, diagnoses, classifies, prescribes treatment and rehabilitation programs for offenders in a diagnostic or outpatient clinic and directs the staff engaged in this work.

6. What would be the consequence of error if incumbents in the subject classes did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The Staff Psychiatrist and Senior Psychiatrist (Specialist) assess and manage the mental health needs of inmates and youthful offenders. Incumbents diagnose and treat mental health conditions and identify problems that require consultation with supervisory psychiatrists. Failure to do so may result in inmates and youthful offenders not receiving adequate mental health services.

The Senior Psychiatrist (Supervisor) supervises psychiatrists, advises staff either individually or by presiding at clinical conferences, on appropriate treatment techniques for specific cases; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; examines and treat patients requiring more complex psychiatric care. Failure to do so may result in inmates and youthful offenders not receiving adequate mental health services.

The Chief Psychiatrist plans and directs mental health service programs. Failure to provide treatment to mentally ill patients may result in inmates and youthful offenders not receiving adequate mental health care services.

7. What are the analytical requirements expected of incumbents in the subject classes?

The Staff Psychiatrist and Senior Psychiatrist (Specialist) examine and diagnose patients; determine type of psychiatric and general medical treatment needed; make clinical rounds and review progress of patients; and prescribe changes in treatment when indicated.

The Senior Psychiatrist (Supervisor) reviews clinical records of patients to assure their adequacy and proper administration; participates in and helps coordinate clinical research carried on in his/her unit, depending on particular qualifications; may be assigned to specialized teaching or administrative assignments.

Incumbents in the class of Chief Psychiatrist secure and review data on heredity, congenital, and environmental factors pertaining to individual offenders; review medical examination findings for evidence of organic disturbances related to behavior disorders; apply findings of psychological examination; and determine organic conditions related to behavior disorders and prescribe psychiatric treatment.

8. What are the purpose, type, and level of contacts incumbents in the subject classes make?

The Staff Psychiatrist, C&RS (Safety) and Senior Psychiatrist (Specialist), C&RS (Safety) are in contact with inmates and youthful offenders in assessing and managing their mental health needs.

The Senior Psychiatrist (Supervisor), C&RS (Safety) and Chief Psychiatrist, C&RS (Safety) supervise physicians and other health care staff and are in contact with inmates and youthful offenders in assessing and managing their mental health needs.

In all classes, incumbents also need to maintain good working relationships with other members of the health care team (i.e., registered nurses, physician assistants, mid-level practitioners, and other clinicians).

Need for New Class (if necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

CDCR currently is using the Staff Psychiatrist, Correctional Facility (CF); Senior Psychiatrist (Specialist), CF; Senior Psychiatrist (Supervisor), CF; and Chief Psychiatrist, CF classifications. However, given the Federal court's recommendation to bring the minimum qualifications in line with Title XXII, these classifications no longer meet the needs of CDCR. Establishment of the proposed new classifications will provide CDCR with the appropriate candidate pool to fill psychiatrist positions, and will facilitate the provision of adequate mental health care to inmates and youthful offenders.

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate? (Include inside and outside experience patterns.)

In order to be compliant with the Special Master's draft report on Revised Program Guides, the proposed minimum qualifications are a requirement for CDCR's psychiatrists.

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Satisfactorily completed specialized training requirements in psychiatry in programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) or certified by the Royal College of Physicians and Surgeons of Canada by meeting one of the following residency training:

Either I

Completion of a four-year residency program in psychiatry accredited by the American College of Graduate Medical Education (ACGME), including at least four months in internal medicine, family medicine, and/or pediatrics; neurology rotations may not be used to fulfill this four-month requirement. No more than one month of this requirement may be fulfilled by an emergency medicine rotation, and the experience must predominantly involve medical evaluation and treatment, rather than surgical procedure. This training must be in a clinical setting that provides comprehensive and continuous patient care.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program.

For the Senior Psychiatrist (Specialist) and (Supervisor) classifications, an additional two years of experience in a psychiatric facility or on a hospital psychiatric service is required.

For the Chief Psychiatrist classification, an additional two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic is required.

Probationary Period

11. The probationary period is six months for the Staff Psychiatrist, C&RS (Safety) and Senior Psychiatrist (Specialist), C&RS (Safety) classifications.

It is proposed that the probationary period for the Senior Psychiatrist (Supervisor), C&RS (Safety) class be twelve months. Since this is a supervisory classification, the level of duties and responsibilities warrants a longer probationary period. The twelve-month probationary period will provide sufficient time for the supervisors to effectively evaluate job performance.

It is proposed that the probationary period for the Chief Psychiatrist, C&RS (Safety) be twelve months. Since this is a managerial designated classification, the level of duties and responsibilities warrants a longer probationary period. The twelve-month probationary period will provide sufficient time to effectively evaluate job performance.

Status Considerations

12. What is the impact on current incumbents?

Current incumbents who meet the court-imposed minimum qualifications will be reallocated by State Personnel Board action. Current incumbents who do not meet the new requirements will remain in their current class. It is proposed that Footnote 24 be applied to the existing classes of Staff Psychiatrist, CF; Senior Psychiatrist, CF (Specialist); Senior Psychiatrist, CF (Supervisor); Chief Psychiatrist, CF to prevent further appointments to these classes and to designate that they are to be abolished when they become vacant.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Incumbents in the class of Staff Psychiatrist, CF; Senior Psychiatrist, CF (Specialist); Senior Psychiatrist, CF (Supervisor); and Chief Psychiatrist, CF who meet the new minimum qualifications will be reallocated by State Personnel Board resolution to the Staff Psychiatrist, C&RS (Safety); Senior Psychiatrist (Specialist), C&RS (Safety); Senior Psychiatrist (Supervisor), C&RS (Safety); and Chief Psychiatrist, C&RS (Safety), respectively.

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

N/A

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF38
Class Code: 9758
Established:
Revised: --
Title Changed: --

STAFF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to perform responsible psychiatric work or in a review, evaluation, or consultative capacity; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity.

In a correctional setting not having extensive psychiatric services, a Staff Psychiatrist may be the only psychiatrist on staff and provide all psychiatric services with assistance from other health care providers. Direction of a general nature may be received from a chief medical officer, typically on matters of clinical policies and regulations. Administrative direction only may be received from the Warden or Regional Administrator.

Staff Psychiatrists working in institutions or outpatient clinics which provide extensive psychiatric services work under the general direction of a psychiatrist of a higher level.

Staff Psychiatrists are responsible for making definitive diagnoses and treatment decisions. They also may be assigned general medical work in addition to their psychiatric duties.

Staff Psychiatrist is the entry and journey person level psychiatrist class in State service. Higher level psychiatrist classes involve either supervisory or training and teaching responsibilities.

TYPICAL TASKS

In a correctional setting, examines and diagnoses psychiatric patients; determines type of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance, as necessary, from other health care providers; performs general medical and surgical work; performs clinical psychiatric duties; makes clinical rounds and reviews progress of patients; prescribes changes in treatment when indicated; consults, as necessary, with supervisory psychiatrist on unusual, complex, or serious cases, or presents such cases to a clinical conference for advice or decision; may instruct and supervise interns, residents, and other health care providers, and personnel assigned for special training; participates in staff conferences and clinics; documents care provided in psychiatric/medical records; may provide relatives with information concerning patients in person or by correspondence; may perform research in psychiatry; and may serve periodically as officer-of-the-day.

In a headquarters or field office capacity, reviews, examines, and diagnoses psychiatric patients and patient records and files in mental health programs to determine progress, effectiveness, and/or appropriateness of treatment services offered; determines and recommends the type and degree of psychiatric and general medical treatment needed; provides clinical consultation to psychiatric staff in mental health programs on unusual, complex, or serious problems and cases where technical expertise is needed; consults with the Director and staff of a mental health program on correctional psychiatric matters; designs evaluation tools to ensure quality control of State correctional programs; consults with staffs of programs supported by the State concerning psychiatric problems; develops consultative-collaboration efforts with departments within the California Health and Human Services Agency, as well as the Department of Education, in matters relating to the mental health needs of the State; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is

made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Satisfactorily completed specialized training requirements in psychiatry in programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) or certified by the Royal College of Physicians and Surgeons of Canada by meeting one of the following residency training:

Either I

Completion of a four-year residency program in psychiatry accredited by the American College of Graduate Medical Education (ACGME), including at least four months in internal medicine, family medicine, and/or pediatrics; neurology rotations may not be used to fulfill this four-month requirement. No more than one month of this requirement may be fulfilled by an emergency medicine rotation, and the experience must predominantly involve medical evaluation and treatment, rather than surgical procedure. This training must be in a clinical setting that provides comprehensive and continuous patient care.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental health care organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and principles and practices of effective supervision and directing health care providers.

Ability to: Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of health care records; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Staff Psychiatrist, Correctional and Rehabilitative Services
(Safety)

-4-

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF37
Class Code: 9759
Established:
Revised: --
Title Changed: --

SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to provide advanced journey level psychiatric services to mentally ill patients; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity. This class is distinguished from classes at the higher levels by the responsibility for personally performing psychiatric evaluation and/or treatment as a regular assignment. The specialized training and teaching functions distinguish it from the lower-level class of Staff Psychiatrist.

TYPICAL TASKS

In a correctional setting, provides evaluation and/or treatment to patients requiring more complex psychiatric care; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; provides consultation to mental health professional staff on the use of Federal Drug Administration (FDA) approved investigatory new drugs and other extra-formulary medication use pursuant to provisions of the Penal Code; provides consultation to mental health professional staff on new correctional mental health procedures that are required by the Legislature; plans training programs and participates in the training of staff and the instruction of residents, interns, and other health care providers; personally prepares and/or assists staff in the proper preparation of various required reports; develops new evaluation procedures in compliance with revised regulations; may preside at clinical conferences and advise staff on appropriate treatment techniques for specific cases;

Senior Psychiatrist (Specialist), Correctional and
Rehabilitative Services (Safety)

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and depending on particular qualifications, may be assigned to special teaching or administrative assignments; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Satisfactorily completed specialized training requirements in psychiatry in programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) or certified by the Royal College of Physicians and Surgeons of Canada by meeting one of the following residency training:

Either I

Completion of a four-year residency program in psychiatry accredited by the American College of Graduate Medical Education (ACGME), including at least four months in internal medicine, family medicine, and/or pediatrics; neurology rotations may not be used to fulfill this four-month requirement. No more than one month of this requirement may be fulfilled by an emergency medicine rotation, and the experience must predominantly involve medical evaluation and treatment, rather than surgical procedure. This training must be in a clinical setting that provides comprehensive and continuous patient care. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

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(Candidates who are within six months of meeting these requirements may take the examination, but they cannot be appointed until these requirements are met.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and application of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other health care services; psychiatric research methods and techniques; and principles, methods, and objectives of training treatment personnel.

Ability to: Coordinate and participate in psychiatric research; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF36
Class Code: 9761
Established:
Revised: --
Title Changed: --

SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to supervise physicians and other health care providers giving psychiatric care to mentally ill patients; give psychiatric services to such patients; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity. This class is distinguished from classes at the higher levels by the responsibility for personally performing psychiatric evaluation and/or treatment as a regular assignment. The supervisory responsibility distinguishes it from the lower-level class of Staff Psychiatrist and the Senior Psychiatrist (Specialist).

TYPICAL TASKS

Assists in the supervision necessary to maintain high standards of psychiatric and general medical care and treatment for an assigned unit; supervises the work of a small medical staff and assists in the coordination of their activities with those of the nursing, psychology, social work, rehabilitation therapy, and other health care providers; advises staff, either individually or by presiding at clinical conferences, on appropriate treatment techniques for specific cases; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; examines and treats patients requiring more complex psychiatric care; plans training programs and participates in the training of staff and the instruction of residents, interns, and other

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health care providers; evaluates the performance of assigned health care staff and takes or recommends appropriate action; participates in and helps coordinate clinical research carried on in his/her unit; depending on particular qualifications, may be assigned to specialized teaching or administrative assignments; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Satisfactorily completed specialized training requirements in psychiatry in programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) or certified by the Royal College of Physicians and Surgeons of Canada by meeting one of the following residency training:

Either I

Completion of a four-year residency program in psychiatry accredited by the American College of Graduate Medical Education (ACGME), including at least four months in internal medicine, family medicine, and/or pediatrics; neurology rotations may not be used to fulfill this four-month requirement. No more than one month of this requirement may be fulfilled by an emergency medicine rotation, and the experience must predominantly involve medical evaluation and treatment, rather than surgical procedure. This training must be in a clinical setting that provides comprehensive and continuous patient care. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of

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four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

(Candidates who are within six months of meeting these requirements may take the examination, but they cannot be appointed until these requirements are met.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other health care services; psychiatric research methods and techniques; principles and practices of personnel management; principles, methods, and objectives of training treatment personnel; and principles of effective supervision.

Ability to: Coordinate and participate in psychiatric research; direct and coordinate the work of a professional staff; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations

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encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

Schematic Code: SF35
Class Code: 9774
Established:
Revised: --
Title Changed: --

CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE
SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or headquarters in the California Department of Corrections and Rehabilitation, either (1) in a diagnostic or outpatient clinic to plan and direct the preventive and corrective general medical and psychiatric work with offenders; or (2) to plan and direct the psychiatric and mental health services programs in a correctional institution; or (3) in headquarters, has statewide responsibility for the Department's mental health program in such areas as program development, planning, standards, and evaluation; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

TYPICAL TASKS

Investigates behavior problems or mental disorders; examines, diagnoses, classifies, prescribes treatment, and rehabilitation programs for offenders in a diagnostic or outpatient clinic and directs the staff engaged in this work; supervises and participates in the diagnosis, care, and treatment of psychotic inmates or youthful offenders in a correctional institution; secures and reviews data on heredity, congenital, and environmental factors pertaining to individual offenders; reviews medical examination findings for evidence of organic disturbances related to behavior disorders; applies findings of psychological examination; determines organic conditions related to behavior disorders and prescribes psychiatric treatment; gives or directs the giving of psychotherapy and other treatment for preventing and correcting behavior and physical disorders; directs and participates in staff conferences and clinics for the discussion of psychiatric problems of offenders and their care and treatment; recommends transfer, parole, or discharge of offenders, and recommends arrangements for follow-up and after-care during parole; secures and trains assistants; plans, directs, and evaluates their work and takes or recommends appropriate action with respect to their work performance; prepares reports and does research on problems of delinquency and adult criminality; maintains order and supervises the conduct of persons committed to the California Department of

Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

In headquarters, is responsible for the development of policies and standards for the mental health program to assure compliance with existing laws and regulations. Organizes, directs, and evaluates institutional and outpatient treatment programs; provides technical advice to advisory committees and mental health professionals engaged in the delivery of mental health services; consults with professional organizations, public officials, Department staff, and community groups on all phases of the Department's mental health program; establishes and maintains liaison and cooperative relationships with the mental health profession and allied groups; represents the department on issues regarding the Mentally Disordered Offender Act; supervises the transfer of inmates to the Department of Mental Health pursuant to appropriate Penal Code sections; conducts studies and prepares reports; and addresses professional and lay groups as well as legislative and other committees.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Satisfactorily completed specialized training requirements in psychiatry in programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) or certified by the Royal College of Physicians and Surgeons of Canada by meeting one of the following residency training:

Either I

Completion of a four-year residency program in psychiatry accredited by the American College of Graduate Medical Education (ACGME), including at least four months in internal medicine, family medicine, and/or pediatrics; neurology rotations may not be used to fulfill this four-month requirement. No more than one month of this requirement

may be fulfilled by an emergency medicine rotation, and the experience must predominantly involve medical evaluation and treatment, rather than surgical procedure. This training must be in a clinical setting that provides comprehensive and continuous patient care. and

Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; principles, methods and objectives of training treatment personnel.

Ability to: Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; demonstrated leadership ability; willingness to work in a State correctional facility; emotional stability; alertness; keenness of observation; tact; and patience.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

Board Calendar Date: June 21, 2006

TO: STATE PERSONNEL BOARD

FROM: Sandy Woolverton
Personnel Management Consultant
Department of Personnel Administration
Classification and Compensation Division

REVIEWED BY: Debra Thompson
Program Manager
Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Classification Changes to Wildlife Forensic Specialist and Senior Wildlife Forensic Specialist at Department of Fish and Game

SUMMARY OF ISSUES:

This item revises the minimum qualifications to broaden the recruitment base for the classifications of Wildlife Forensic Specialist and Senior Wildlife Forensic Specialist by reflecting equivalent current coursework being offered by colleges and universities. It will also revise some of the language in the Knowledges and Abilities of the specification that is outdated or does not appropriately describe the current use of the classes.

CONSULTED WITH:

Debbie Gojnic, Department of Fish and Game, Human Resources Branch
Elise Montrose, Department of Fish and Game, Human Resources Branch
Jennifer Roche, State Personnel Board

In accordance with the terms of the Unit 10 contract, the appropriate employee organization, the California Association of Professional Scientists, has been notified in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

(See attached proposal.)

BACKGROUND:

The Department of Fish and Game proposes various revisions to the Wildlife Forensic Specialist and the Senior Wildlife Forensic Specialist specifications as follows:

- Revise the Wildlife Forensic Specialist and Senior Wildlife Forensic Specialist to include six semester hours of organic chemistry and three semester hours of molecular biology as alternative options in the education requirement of the minimum qualifications.

- Remove reference of spectographs and chromatographs from the Knowledges and Abilities of the specification.
- Add the use of manual and or automated DNA analytical systems to the Knowledges and Abilities of the specification.

RECOMMENDATIONS:

That the proposed revised specification for the classes of Wildlife Forensic Specialist and Senior Wildlife Forensic Specialist appearing in the Wildlife Forensic Specialist series specification shown in the current calendar be adopted.

B. CLASSIFICATION CONSIDERATIONS

1. Background

This class series is used in the Department of Fish and Game (DFG) to perform professional wildlife forensic services. These classes are used for positions in DFG's wildlife investigations laboratory. Incumbents conduct complex technical laboratory analyses with respect to the identification of criminals and investigations of crimes involving wildlife, and testify on, supervise, and provide training in connection with these analyses.

2. What classification(s) does the subject class(es) report to?

The Assistant Chief of the Enforcement Branch in DFG's headquarters.

3. Will the subject class(es) supervise? If so, what class(es)?

The Senior Wildlife Forensic Specialist is supervised by the Assistant Chief, Enforcement Branch. The Wildlife Forensic Specialist is supervised by the Senior Wildlife Forensic Specialist.

4. What are the specific duties of the subject class(es)?

Wildlife Forensic Specialists conduct and/or instruct Wardens in the examination of crime scenes for physical evidence; examine, analyze, and interpret biological evidence; make difficult chemical, serological, and genetic tests on tissue, blood, and other physiological fluid stains; identify and compare hairs, feathers, scales, fibers, skulls, bones, and other animal parts in forensic cases; perform necropsies on a variety of different wildlife to examine wounds, recover bullets, projectiles and trace evidence, determine the method of kill, and answer depredation concerns including predator attacks on humans; make macroscopic, microscopic, and other technical examinations and comparisons of tissue; make photographs and photomicrographs using black and white and color films; use complex measuring, recording, and testing of instruments and devices; prepare evidence and exhibits and testify in court as an expert witness; assist Wardens and other wildlife law enforcement officers and prosecutors in understanding and interpreting forensic evidence; write reports and correspondence and give instructions in this field at Warden training schools; and provide forensic research, application, advanced casework, methodology development, and training to State and/or local wildlife forensic scientists and wildlife law enforcement agencies.

5. What is the decision-making responsibility of the subject class(es)?

The Wildlife Forensic Specialist, Range A, is the entry or training level and reports to a

Wildlife Forensic Specialist, Range C, or to a Senior Wildlife Forensic Specialist. All decisions at the Range A level must be reviewed by a Wildlife Forensic Specialist, Range C, or the senior-level Wildlife Forensic Specialist class.

The Wildlife Forensic Specialist, Range B, is the sub-journey level. Under general supervision this level can make limited analytical decisions. However, reports and most decisions must be reviewed by a Wildlife Forensic Specialist, Range C, or a Senior Wildlife Forensic Specialist.

The Wildlife Forensic Specialist, Range C, is the full journey level and makes decisions and determinations from forensic analyses. Reports are written on the results and legal decisions are rendered based on those findings. The Wildlife Forensic Specialist, Range C is often required to make decisions on public safety issues including wild animal attacks on humans. All of these interpretations made by the Wildlife Forensic Specialist, Range C, can be made independent of a Senior or supervisor review.

The most sensitive or complex decisions and determinations are made by incumbents in the Senior Wildlife Forensic Specialist classification. For the Senior Wildlife Forensic Specialist, further scientific and forensic analyses are not reviewed for accuracy by the staff at a higher level in the organization. The DFG depends on incumbents in this class to make accurate analyses and they are often the final technical level of review on extremely sensitive DFG issues.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform this job? (Program problems, lost funding, public safety compromised, etc.)

Public safety could be compromised if, for example, there was a wild animal attack on a human and we did not have the scientific evidence to prove to local law enforcement that an animal should be caught, then released to another location; or the animal should be tracked and then destroyed. In addition, court cases could be compromised with incorrect analyses, and law enforcement officers would not be properly trained and monitored in depredation, crime scene investigation, etc.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The Wildlife Forensic Specialist, Range A, performs the most basic and less technical laboratory analyses and assists higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife. Incumbents in this class work under close supervision from a Wildlife Forensic Specialist, Range C, or a Senior Wildlife Forensic Specialist.

The Wildlife Forensic Specialist, Range B, performs the more routine and complex technical laboratory analyses and assists higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife. Incumbents in this class work under general supervision from a Wildlife Forensic Specialist, Range C, or a Senior Wildlife Forensic Specialist.

The Wildlife Forensic Specialist, Range C, performs the more complex forensic and scientific analyses, including being able to effectively analyze and test evidence using appropriate complex forensic science procedures; analyze the results of scientific tests; make conclusions based on such results; and issue written reports, which in most cases, must be defensible in a court of law. Incumbents in this class may also provide training, application, method development, and scientific research related to the field of wildlife forensic science.

The Senior Wildlife Forensic Specialist performs the most difficult and complex forensic analyses of evidence. This includes being able to effectively analyze and test evidence using appropriate complex forensic science procedures; analyze the results of scientific tests; make conclusions based on such results; and issue written reports, which, in most cases, must be defensible in a court of law. Incumbents in this class are also responsible for determining the appropriate procedures when developing new forensic testing methodologies and must be familiar with the scientific principles used in forensic science research. A Senior Wildlife Forensic Specialist acts as the lead person in organizing and managing forensic science research projects, method development, and application and advanced training related to forensic science research and development.

8. What are the purpose, type and level of contacts incumbents in the subject class(es) make?

The Wildlife Forensic Specialist, Range A and B, does not generally make contacts without the presence or prior approval of a Wildlife Forensic Specialist, Range C, or a Senior Wildlife Forensic Specialist. The Wildlife Forensic Specialist, Range C, and the Senior Wildlife Forensic Specialist make contacts with individuals at several levels within the DFG, and represents DFG in a court of law. This involves complex communications with attorneys, judges, and being subject to cross-examinations and giving court testimony. The Wildlife Forensic Specialist, Range C, and the Senior level negotiate complex agreements and research work with other universities or organizations, and may consult with experts from other states. Additionally, both levels have contacts with members of the public and other law enforcement officials. The most sensitive contacts with the media will be handled at the Senior level.

9. For new classes only: what existing classes were considered and why were they not appropriate?

Not applicable

10. What are the proposed minimum qualifications of the subject class(es), and why are they

appropriate? (Include inside and outside experience patterns).

Wildlife Forensic Specialist

Education: Graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, six semester hours of organic chemistry, or three semester hours of quantitative analysis, and three semester hours of genetics or molecular biology. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce proof of graduation before they are eligible for appointment).

Senior Wildlife Forensic Specialist

Either I

Experience: Two years of experience in the California state service performing the duties of a Wildlife Forensic Specialist, Range C.

Or II

Experience: Board and extensive (more than five years) of professional experience in a biological sciences laboratory setting performing the duties of a molecular biologist, biochemical geneticist, or a closely related position. This experience must have included at least two years as a Wildlife Forensic Specialist having independent responsibility for issuing written reports concerning analytical findings and conclusions and testifying in court as an accepted expert witness on such findings and conclusions. (A Ph.D. in Molecular Biology, Biochemical Genetics, or a closely related field may be

substituted for two years of the required general experience). Experience in California state service applied toward this requirement must include at least one year of performing duties comparable to those of a Wildlife Forensic Specialist, Range C, and

Education: Graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, six semester hours of organic chemistry, or three semester hours of quantitative analyses, and three semester hours of genetics or molecular biology.

11. If a probationary period other than six months is proposed, what is the rationale?

N/A

12. What is the impact on current incumbents?

There will no impact on current incumbents.

13. Will current employees move by examination, transfer, reallocation, split-off, etc. Explain rationale.

N/A

14. In addition of the departmental contact listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Mr. Jim Banks, Senior Wildlife Forensic Specialist, DFG
Mr. Jeffrey Rodzen, Ph.D., Wildlife Forensic Specialist, DFG
Mr. Dennis DeAnda, Acting Assistant Chief, DFG
Ms. Rona Murray, Manager, Examination Unit, DFG
Ms. Kathy Killian, Examination Unit, DFG

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

WILDLIFE FORENSIC SPECIALIST
Series Specification
(Established November 17, 1966)

SCOPE

This series specification describes two classes used in the Department of Fish and Game to perform professional wildlife forensic services. These classes are used for positions that conduct complex technical laboratory analyses with respect to the identification of criminals and investigations of crimes involving wildlife, and testify on, supervise, and provide training in connection with these analyses.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BQ14	0842	Wildlife Forensic Specialist
BQ12	0841	Senior Wildlife Forensic Specialist

DEFINITION OF SERIES

Wildlife Forensic Specialists conduct and/or instruct Wardens in the examinations of crime scenes for physical evidence; examine, analyze, and interpret biological evidence; make difficult chemical, serological, and genetic tests on tissue, blood, and other physiological fluid stains; morphologically identify and compare hair, feathers, scales, fibers, skulls, bones, and other animal parts in forensic cases; perform necropsies on a variety of different wildlife to examine wounds, recover bullets, projectiles and trace evidence, determine the method of kill, and answer depredation concerns including predator attacks on humans; make macroscopic, microscopic, and other technical examinations and comparisons of tissue; make photographs and photomicrographs using black and white and color films; use complex measuring, recording, and testing of instruments and devices; prepare evidence and exhibits and testify in court as expert witnesses; assist Wardens and other wildlife law enforcement officers and prosecutors in understanding and interpreting forensic evidence; write reports and correspondence and give instructions in this field at Warden training schools; and provide forensic research, application, advanced casework, methodology development, and training to State and/or local wildlife forensic scientists and wildlife law enforcement agencies.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of work assignments; independence of action; degree of supervision received and exercised; degree of interagency and public contact; geographic area of responsibility; administrative responsibilities; consequence of error; and degree of responsibility for policy formulation and implementation.

DEFINITION OF LEVELS

WILDLIFE FORENSIC SPECIALIST

This deep class includes ranges comprising the entry/trainee, subjourneyperson, and full journeyperson/leadperson levels. Incumbents in the entry and training level for this class work under close supervision and perform basic and less technical laboratory analyses and assist higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife.

The subjourney level for this series, under general supervision, will perform more routine and complex technical laboratory analyses and assist higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife.

Under general direction, the full journey level of the series is assigned to the more complex forensic analyses. Incumbents may act as lead persons to coordinate the work of lower-level Wildlife Forensic Specialists. Incumbents may also be assigned to provide training, application, methodology development, and research related to the field of wildlife forensic science.

SENIOR WILDLIFE FORENSIC SPECIALIST

Staff at this level are assigned the most difficult advanced forensic casework and courtroom testimony with wide discretion and independence of action. Employees will represent the Department in contacts with other governmental agencies and with the public. Incumbents plan, organize, and lead a complex statewide wildlife forensic program such as the Wildlife Forensic Laboratory engaged in various wildlife forensic disciplines pursuant to casework involving criminal violations of State Fish and Game laws; or the Wildlife Forensic DNA Program engaged in organizing and providing forensic research, application, advanced casework, training, and methodology development in the field of forensic DNA technology.

MINIMUM QUALIFICATIONS

WILDLIFE FORENSIC SPECIALIST

Education: Graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, ~~or four semester hours of genetics, and three semester hours of quantitative analysis~~ six semester hours of organic chemistry, or three semester hours of quantitative analysis, and three semester hours of genetics or molecular biology. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce proof of graduation before they are eligible for appointment.)

SENIOR WILDLIFE FORENSIC SPECIALIST

Either I

Experience: Two years of experience in the California state service performing the duties of a Wildlife Forensic Specialist, Range C.

Or II

Experience: Broad and extensive (more than five years) of professional experience in a biological sciences laboratory setting performing the duties of a molecular biologist, biochemical geneticist, or a closely related position. This experience must have included at least two years as a Wildlife Forensic Specialist having independent responsibility for issuing written reports concerning analytical findings and conclusions and testifying in court as an accepted expert witness on such findings and conclusions. (A Ph.D. in Molecular Biology, Biochemical Genetics, or a closely related field may be substituted for two years of the required general experience.) Experience in the California state service applied toward this requirement must include at least one year performing duties comparable to those of a Wildlife Forensic Specialist, Range C. and

Education: Graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, ~~four semester hours of genetics, and three semester hours of quantitative analysis~~ six semester hours of organic chemistry, or three semester hours of quantitative analysis, and three semester hours of genetics or molecular biology.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Scientific methods and techniques used in examining wildlife crime scenes; tests for the identification and comparison of tissue, blood, and physiological fluids; DNA analyses; comparative morphology of hair, feathers, scales, fibers, skulls, bones, and similar materials; microscopy; modern methods and techniques in investigations of major wildlife crimes; current trends in molecular biology, general chemistry, organic chemistry, biochemistry, and genetics; general vertebrate anatomy with an emphasis on mammalian structure; necropsy procedures as they relate to wounds, depredation, and other wildlife forensic situations; photographic and photomicrographic principles and practices as applied to wildlife forensic science; and electrophoretic techniques.

Ability to: Make extensive use of scientific methods and techniques at the scene of a crime; make effective use of microscopes, ~~spectrographs~~, spectrophotometers, ~~chromatographs~~, and electrophoretic equipment; manual and or automated DNA analytical systems; recognize the need for and develop and evaluate new test methods and procedures; analyze situations accurately and take effective action; communicate ~~and testify effectively in court~~ effectively; and instruct law enforcement and forensic personnel in wildlife forensic science.

SENIOR WILDLIFE FORENSIC SPECIALIST

Knowledge of: All of the above; and long-range wildlife forensic development trends techniques; budget preparation and monitoring; governmental and private organizations involved in wildlife forensic science; and departmental and wildlife protection forensic priorities and support needs.

Ability to: All of the above; and plan and organize forensic research activities; implement departmental and wildlife protection forensic priorities and needs; prepare technical reports, scientific publications, and public presentations; coordinate with other Fish and Game divisions on laws and regulations; prepare and monitor budgets; negotiate wildlife forensic programs with private and public entities; and establish and maintain cooperative relations with universities and other research institutions.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel and to work unusual hours; and patience and keenness of observation.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Wildlife Forensic Specialist	11/17/66	10/19/99	10/19/99
Senior Wildlife Forensic Specialist	11/17/66	10/19/99	10/19/99

500

(Cal. 06/21/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Staff Calendar Items for Board Information

NONE PRESENTED